

# COVID Safe plan

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This document outlines how 3<sup>rd</sup> Party Containers (3PC) plans to prevent and manage COVID-19 amongst our crew and in our workplaces. This plan has been developed based on advice provided by the Federal and individual State Governments.

## **Wellbeing of Staff and Customers**

Regular information is, and continues to be disseminated to all crew members and 3PC staff regarding:

- What COVID-19 is
- How it is spread
- How transmission is prevented
- What the symptoms are
- When you should get tested
- Isolation
- Reporting protocols

Under no circumstances is a 3PC crew member to attend work if symptomatic, if they've been advised to isolate whilst awaiting test results or have attended an exposure site. Crew members are encouraged to check the exposure site listing for their state prior to leaving for work.

Appropriate contacts and escalation points are in place for illness reporting. Crew and staff with any illnesses will be required to stay home until a clearance for work has been received from the relevant authority.

If a COVID test has been conducted due to an exposure or experiencing symptoms, parties will be required to isolate in accordance with advice from the relevant state authority. If required to isolate, the crew member may not attend work until they have been cleared fit to do so by that authority. Leave entitlements will be approved and paid if available should a crew member be required to isolate. If no entitlement exists, assistance will be provided in accessing financial support where available.

Where regular periodic testing is undertaken, crew members may attend work before results are received, except when they have attended a known exposure site or are experiencing COVID symptoms.

In the event that temperature checks or surveillance monitoring is being conducted on site, 3PC support this as a non-invasive way to monitor the health and safety of our crew. Crew members have been advised that this may be undertaken before being allowed to enter a site.

From 20 September 2021, some NSW crew members are required to have received at least one dose of COVID-19 vaccination in order to be authorised to work outside of their local government area (LGA). The crew member must be able to produce evidence of their vaccination or medical exemption if applicable.

### **Physical Distancing**

To help protect our crew members, physical distancing is required wherever practical, this includes but is not limited to:

- Maintaining separation of at least 1.5m from others
- Ensuring there is no more than 1 person per 4 square metres
- Avoiding non-essential meetings in person
- Avoiding physical greetings such as handshakes

Where physical distancing is not practical, 3PC is making every effort to ensure crews are wearing appropriate PPE, following hygiene standards and reinstating distancing measures as soon as practicable.

Regular and continuing communication is occurring directly with our crew members outlining our expectations regarding social distancing at all times. Crew members have been informed that they are not to gather in groups - this includes authorised recesses as well as entering and exiting the workplace. We encourage our clients to implement visual strategies as to how to manage such instances including signage and line marking.

All 3PC operational staff have been advised that if they are able to work from home then they must do so.

### **Wear a face mask**

In Victoria and NSW face masks must currently be worn inside and outside.

Crew members have been provided with instructions as to how to care for their masks, the types that are suitable and how often they are to be washed or replaced. Should crew members be required to wear other forms of respiratory protective equipment (RPE) they are excused from wearing a face covering only for the period where they are wearing personal protective equipment (PPE). Once that RPE is no longer required, the candidate must immediately don an appropriate face covering.

Persons engaged in strenuous physical exercise are exempt from wearing a mask. Once this work has been completed, they must put on a mask in line with the above requirements.

There are some grounds for exemption to wearing a face mask. Crew members who believe that they are exempt from wearing a mask, they must contact 3PC immediately. In the instance that a crew member is exempt from wearing a mask, considerations must be given to the health and safety of other employees. Other measures may be put in place to manage this. These occurrences will be managed on a case by case basis.

### **Health and Hygiene**

In line with recommendations, 3PC requires our clients' worksites provide & display the following:

- Information regarding hand-hygiene
- Information regarding sneeze and cough hygiene
- Extra soap and water / alcohol-based sanitiser (at least 60%) provided and adequately maintained
- Additional rubbish bins
- Promotion of strict hygiene among food preparation staff and their close contacts

Information has been provided to our crew members regarding appropriate hand-washing techniques.

### **Record keeping**

Records are kept of crew members attending workplaces by way of our booking management system (BMS). Should contact tracing be required this information is obtainable promptly via the BMS.

All crew members have been educated in the process of reporting of incidents, injuries, near misses, hazards and property damage. Should one of the afore mentioned matters occur, they have been instructed to contact 3PC immediately.

We expect that our host employers will communicate with us immediately regarding any incidents, exposures, hazards or concerns.

Where displayed, crew members must check-in via the QR code.

In the instance of a positive or suspected case of COVID-19 we will:

- Notify the relevant client immediately
- Report to the State Safety regulator (e.g. WorkSafe, SafeWork etc) and health authority as required.
- Replace relevant personnel where appropriate
- Contact crew members to advise of a positive case
- Complete contact tracing as a matter of priority
- Communicate with clients regarding test results, outcomes and staffing requirements
- Where required, provide guidance to clients regarding cleaning requirements and processes
- Liaise with our client to facilitate quick identification and resolution with minimal downtime.

Should a crew member report symptoms whilst working, they must immediately leave the site and attend a testing site. They must then isolate until test results are confirmed.

With regarding to cleaning, we will work with affected clients to ensure that appropriate cleaning is completed in line with the guidance information provided by the state's authority.

Additional cleaning must be undertaken on site, focussing on the requirement to regularly disinfect common surfaces and areas including but not limited to tea rooms, change rooms, bathrooms, commonly used equipment and high-touch areas such as light switches, door handles, phones, keypads etc. Where possible, we encourage the restricted use of shared equipment.

Should a deep clean be required at a 3PC office location, this will be conducted in line with information provided by the Department of Health. No 3PC staff will return to the location until confirmation has been received it is safe to do so.

### **Workforce bubbles**

Where possible, crew members will be siloed ensuring that consistent teams work together to reduce the risk of transmission in the workplace.

Where clients require labour less frequently, we may not be able to silo crews however this will be communicated to the client.

We expect that our clients will communicate with us directly if they have any additional site or industry specific requirements regarding workforce bubbles.

If a crew member is working with more than one employer, they must advise both 3PC and their other employer. In the event of a COVID-19 outbreak, crew members are expected to share information regarding their whereabouts to assist with contact tracing.

We discourage car-pooling in the current environment, but where it cannot be prevented, crew members must wear a mask if travelling with others who are not of their household.

### **Authorised worker permits**

Where required, crew members must carry a valid worker permit.

### **3PC offices and staff**

Where possible, all 3PC office staff are required to work from home under the current restrictions. Should any staff have a need to enter a 3PC office, staff are required to check-in via the 3PC QR code. In the event that an attendee does not have the technology to check-in via the QR code, a paper log will be made available and kept for 14 calendar days.

On the limited occasions that staff members are required to enter 3PC offices, all high-touch and common areas are cleaned after use and rubbish disposed of immediately. Where applicable, density quotients will be adhered to.

Where possible, interviews are being conducted virtually and inductions are now partially completed off-site. The physical component of the inductions is conducted in 3PC offices where strict COVID protocols are followed regarding density quotients, physical distancing, cleaning and record keeping.

### **Review**

This document will be reviewed and updated in line with changes made by Federal or State Government authorities.

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